

Office of Information Technology
PC and Printer IT Request and Budgeting Guidelines
As of 8/27/2010

Item	Minimum Configuration	Maximum Budget Amount
Standard Desktop	Intel Core i5 or equivalent, 85% Energy Efficient PSU, Intel vPro Technology or equivalent, 3 GB DDR3, 160GB SATA, integrated video card, 1 gigabit Ethernet card, 3 yr limited warranty, Window OS, EPEAT Gold Rating	\$800
Standard Monitor	19" WXGA Digital Flat Panel LCD monitor	\$200
Standard Laptop	Intel Core i5 or equivalent, Intel vPro Technology or equivalent, 14.1" WXGA, 3 GB DDR3, 160GB SATA, full disk encryption, integrated video card, 1 gigabit Ethernet card, 802.11 N Ready, 3 yr limited warranty, Window OS, Carrying Case, EPEAT Gold Rating	\$1400
Extended Warranty	Limited warranty for years 4 and 5 for desktop/laptop	\$100
Network Printer	40 PPM, Duplex default setting, 3 yr limited warranty, Energy Star Compliant	\$2000
Network Color Printer	22 PPM, Duplex default setting, 3 yr limited warranty, Energy Star Compliant	\$3000

- PC/Laptop replacements should be based upon a five year equipment life cycle. Postsecondary institutions may replace academic or research PCs and Laptops on a three-year cycle, in accordance with Board of Regents justification.
- OIT recommends a 10 year replacement lifecycle for Flat Panel LCD's
- Entities must document the age of equipment being replaced and include on the IT Request.
- While full disk encryption is required on laptops, it is at the discretion of the organization whether to implement hardware or software encryption. Each organization should establish a standard for encryption that will be used on all laptops.
- Where Louisiana Price Schedules ("LaPS") exist and procurements are above \$25,000, agencies shall comply with Title 34, Part I, Chapter 17.
- Technical configurations that exceed the Minimum Configuration but are within the Maximum Budget Amount are considered to be compliant with this guideline.
- OIT Approval is required if purchase price exceeds these guidelines or if the technical configuration does not meet the minimum configuration. Entities must justify exceptions based on documented business needs and requirements